

 Research and Special Programs Administration	<h1 style="text-align: center;">Vacancy Announcement</h1>	Number: RSPA-00-50
		Opening Date: 11/09/2000
		Closing Date: 01/16/2001

THE CLOSING DATE OF THIS ANNOUNCEMENT HAS BEEN EXTENDED FROM 12/18 TO 01/16-01

Position: Deputy Associate Administrator for Pipeline Safety, ES-340
(SES Salary Range \$115,811 - \$130,200)

Location: Research and Special Programs Administration, Office of the Associate Administrator
for Pipeline Safety, Washington, D.C.

Area of Consideration: ALL SOURCES

This position is located in the Office of Pipeline Safety (OPS), within the Research and Special Programs Administration (RSPA). This office provides Department-level leadership in pipeline safety regulations, operations, and enforcement.

Summary of Primary Duties:

The Deputy Associate Administrator is responsible for overseeing and managing the day-to-day operations and activities of the OPS and assists the Associate Administrator with high level program planning and administration associated with OPS=mission and program responsibilities. Specifically, the Deputy manages the daily interface of pipeline safety and environmental programs within operating parameters. Develops strategic and annual plans, identifying initiatives, and establishing strategic goals. Identifies pipeline safety and environmental problems and recommends innovative regulatory and non-regulatory solutions to address safety and environmental problems. Develops priorities for the national pipeline inspection program to ensure compliance with regulations and progress in reduction of threats to integrity. Implements the pipeline safety enforcement program policies with assistance from the Chief Counsel in effecting enforcement actions, administrative actions, and legal proceedings. Develops enforcement policy and programs for the office, overseas management of regional offices, and evaluates enforcement results. Manages personnel resources and supports equal employment opportunity objectives and workforce diversity initiatives.

Qualifications Required for Eligibility:

Applicants must provide detailed evidence that their knowledge, skills, abilities, and other personal characteristics meet the managerial and technical requirements listed below and reflect the ability to perform the duties of the position.

PRIVACY ACT REQUIREMENTS (P.L. 93-579) Each form must be submitted in order for you to be considered for the position being advertised. Your social security number is not required for this purpose

and may be deleted from the forms submitted. Your servicing personnel office or the office named in this announcement will be able to provide information on specific Privacy Act requirements.

DOT IS AN EQUAL OPPORTUNITY EMPLOYER

ALL QUALIFIED CANDIDATES WILL BE CONSIDERED REGARDLESS OF POLITICAL AFFILIATION, RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, MARITAL STATUS, SEXUAL ORIENTATION, AGE OR HANDICAPPING CONDITION. THIS AGENCY PROVIDES REASONABLE ACCOMMODATION FOR ANY PART OF THE APPLICATION AND HIRING PROCESS. PLEASE NOTIFY THE AGENCY. THE DECISION ON GRANTING REASONABLE ACCOMMODATION WILL BE ON A CASE-BY-CASE BASIS.

A. MANAGERIAL REQUIREMENTS

1. Leading Change

The ability to develop and implement an organizational vision that integrates key national and program goals, priorities, values, and other factors. Inherent to this qualification is the ability to balance change and continuity; to continually strive to improve customer service and program performance within the basic Government framework; to create a work environment that encourages creative thinking; and to maintain focus, intensity, and persistence, even under adversity.

- \$ Exercising leadership and motivating managers to incorporate vision, strategic planning, and elements of quality management into the full range of the organization's activities; encouraging creative thinking and innovation; influencing others toward a spirit of service; designing and implementing new or cutting edge program/processes.
- \$ Identifying and integrating key issues affecting the organization, including political, economic, social, technological, and administrative factors.
- \$ Understanding the roles and relationships of the components of the national policy making and implementation process, including the President, political appointees, Congress, the judiciary, State and local governments, and interest groups; formulating effective strategies to balance those interests consistent with the business of the organization.
- \$ Being open to change and new information; managing ambiguity; adapting behavior and work methods in response to new information, changing conditions, or unexpected obstacles; adjusting rapidly to new situations warranting attention and resolution.
- \$ Displaying a high level of initiative, effort, and commitment to public service; being proactive and achievement-oriented; being self-motivated; pursuing self-development; seeking feedback from others and opportunities to master new knowledge.
- \$ Dealing effectively with pressure; maintaining focus and intensity and remaining persistent; even under adversity; recovering quickly from setbacks.

2. Leading People

The ability to design and implement strategies that maximize employee potential and foster high ethical standards in meeting the organization's vision, mission, and goals.

- \$ Providing leadership in setting the workforce's expected performance levels commensurate with the organization's strategic objectives; inspiring, motivating, and guiding others toward goal accomplishment; empowering people by sharing power and authority.
- \$ Promoting quality through effective use of the organization's performance management system (e.g., establishing performance standards, appraising staff accomplishments using the developed standards, and

taking action to reward, counsel, and remove employees, as appropriate).

- \$ Valuing cultural diversity and other differences; fostering an environment where people who are culturally diverse can work together cooperatively and effectively in achieving organizational goals.
- \$ Assessing employees=unique developmental needs and providing developmental opportunities that maximize employees=capabilities and contribute to the achievement of organizational goals; developing leadership in others through coaching and mentoring.
- \$ Fostering commitment, team spirit, pride, trust, and group identity; taking steps to prevent situations that could result in unpleasant confrontations.
- \$ Resolving conflicts in a positive and constructive manner. This includes promoting labor/management partnerships and dealing effectively with employee relations matters; attending to morale and organization climate issues, handling administrative, labor management, and Equal Employment Opportunity issues, and taking disciplinary actions when other means have not been successful.

3. Results Driven

Stresses accountability and continuous improvement. This includes the ability to make timely and effective decisions and produce results through strategic planning and the implementation and evaluation of programs and policies.

- \$ Understanding and appropriately applying procedures, requirements, regulations and policies related to specialized expertise; understanding linkage between administrative competencies and mission needs; keeping current on issues, practices, and procedures in technical areas.
- \$ Stressing results by formulating strategic program plans which assess policy/program feasibility and include realistic short - and long-term goals and objectives.
- \$ Exercising good judgment in structuring and organizing work and setting priorities; balancing the interests of clients and readily readjusting priorities to respond to customer demands.
- \$ Anticipating and identifying, diagnosing, and consulting on potential or actual problem areas relating to program implementation and goal achievement; selecting from alternative courses of corrective action; taking action from developed contingency plans.
- \$ Setting program standards; holding self and others accountable for achieving these standards; acting decisively to modify standards to promote customer service and/or the quality of programs and policies.
- \$ Identifying opportunities to develop and market new products and services within or outside of the organization; taking risks to pursue a recognized benefit or advantage.

4. Business Acumen

The ability to acquire and administer human, financial, material, and information resources in a manner that instills public trust and accomplishes the organization's mission, and the ability to use new technology to enhance decision making.

- \$ Assessing current and future staffing needs based on organizational goals and budget realities; applying merit principles to develop, select, and manage a diverse workforce.
- \$ Overseeing the allocation of financial resources; identifying cost-effective approaches; establishing and assuring the use of internal controls for financial systems.
- \$ Managing the budgetary process; including preparing and justifying a budget and operating the budget under organizational and Congressional procedures; understanding the marketing expertise necessary to ensure appropriate funding levels.
- \$ Overseeing procurement and contracting procedures and processes.
- \$ Integrating and coordinating logistical operations.
- \$ Ensuring the efficient and cost-effective development and utilization of management information systems and other technological resources that meet the organization's needs; understanding the impact of technological

changes on the organization.

5. Building Coalitions/Communications

The ability to explain, advocate and express facts and ideas in a convincing manner and negotiate with individuals and groups internally and externally. It also involves the ability to develop an expansive professional network with other organizations, and to identify the internal and external politics that impact the work of the organization.

- \$ Representing and speaking for the organizational unit and its work (e.g., presenting, explaining, selling, defining, and negotiating) to those within and outside the office (e.g., agency heads and other Government executives, corporate executives, Office of Management and Budget officials, Congressional members and staff, the media, and clientele and professional groups); making clear and convincing oral presentations to individuals and groups; listening effectively and clarifying information; facilitating an open exchange of ideas.
- \$ Establishing and maintaining working relationships with internal organizational units (e.g., other program areas and staff support functions); approaching each problem situation with a clear perception of organizational and political reality; using contacts to build and strengthen internal support bases; getting understanding and support from higher level management.
- \$ Developing and enhancing alliances with external groups (e.g., other agencies or firms, State and local government, Congress, and clientele groups); engaging in cross-functional activities; finding common ground with a widening range of stakeholders.
- \$ Working in groups and teams; conducting briefings and other meetings; gaining cooperation from others to obtain information and accomplish goals; facilitating win-win situations.
- \$ Considering and responding appropriately to the needs, feelings, and capabilities of different people in different situations; being tactful and treating others with respect.
- \$ Seeing that reports, memoranda, and other documents reflect the position and work of the organization in a clear, convincing, and organized manner.

For further explanation and guidance in addressing the five managerial requirements listed above, candidates should visit the Office of Personnel Management's Senior Executive Service webpage at: <http://www.opm.gov/ses/handbook.html>.

B. TECHNICAL REQUIREMENTS

- 1. Experience in managing resources (financial and personnel) in a large, multi-mission organization. (Mandatory)**
- 2. Knowledge of the design, construction, operation, or maintenance of the national pipeline infrastructure. (Mandatory)**
- 3. Knowledge of and experience in the administration of regulatory and enforcement programs. (Desirable)**
- 4. Knowledge of the principles of risk management and experience in their application. (Desirable)**
- 5. Experience in leading and supervising public education and training programs. (Desirable)**

C. EVALUATION OF APPLICANTS

1. Applicants will be evaluated on the basis that their knowledge, skills, and other demonstrated characteristics meet the managerial and technical requirements.

2. Applicants will be reviewed initially for basic eligibility. Those applications of candidates who are deemed qualified will be rated and ranked, and the best qualified will be forwarded to the selecting official for selection.
3. Applicants with career status in the SES or a certified OPM graduate of SES Candidate Development Programs (CDP) will be evaluated against the technical requirements only.
4. New SES career appointees will be required to serve a one year probationary period.

D. MANDATORY SUBMISSIONS

1. Submit three (3) copies of a current SF-171 (Application for Federal Employment), resume, or an OF-612 (Optional Application for Federal Employment). For further guidance, see below what your application must contain. Be brief and concise, but inclusive in the description of your work experience.
2. In triplicate, submit a Qualifications Brief, which is a statement indicating how your experience, education, training, awards, and/or self-development activities meet the requirements outlined under the **Qualifications Required for Eligibility**. The Qualifications Brief must cover the five managerial requirements and the five technical requirements. Format the brief so that each requirement is individually addressed. It must provide sufficient information, **including** examples of work assignments, projects, etc., to determine whether or not you are qualified for the position. (Note: If you have career status in the SES or are a CDP graduate, your brief should only address the technical requirements.)

E. WHERE TO SEND APPLICATIONS

1. Mail or hand-deliver the SF-171, resume or OF-612 **and** Qualifications Brief to:

Department of Transportation
TASC Human Resource Services, SVC-190
ATTN: Mary Pat Donelan
400 Seventh Street, SW, Room 2225
Washington, DC 20590

2. Mailed and hand delivered applications **must be received in the TASC Human Resource Services office by 5:30 p.m. Eastern Standard Time (EST) on the announcement closing date. Applications received after the closing date will not be considered.**
3. For additional information, contact Mary Pat Donelan on (202) 366-9453.

NOTE: THE GOVERNMENT WILL PAY RELOCATION EXPENSES.

NOTE: SELECTEE WILL BE REQUIRED TO FILE A FINANCIAL DISCLOSURE STATEMENT IN ACCORDANCE WITH THE ETHICS IN GOVERNMENT ACT OF 1978.

NOTE: APPLICATIONS SENT IN GOVERNMENT POSTAGE PAID ENVELOPES WILL NOT BE CONSIDERED.

Here's What Your Application Must Contain
(In addition to specific information requested in the job vacancy announcement)

<p style="text-align: center;"><i>JOB INFORMATION</i></p> <p>Announcement number and title of the position</p> <p style="text-align: center;"><i>PERSONAL INFORMATION</i></p> <p>Full name Mailing address (with Zip Code) Social Security Number Country of citizenship Reinstatement eligibility (Attach SF-50) Highest Federal civilian grade held</p> <p><i>EDUCATION</i></p> <p>High School name, city, state, and date of diploma or GED College/University names, city, and state Major(s) Type and year of degree(s) received</p>	<p style="text-align: center;"><i>WORK EXPERIENCE</i> (paid and unpaid)</p> <p>Job Title Duties and accomplishments Employer's name and address (indicate if we may contact your current supervisor) Supervisor's name and telephone number Starting and ending dates (month and year) Hours per week Salary</p> <p style="text-align: center;"><i>OTHER QUALIFICATIONS</i></p> <p>Job-related training courses (title and year) Job-related skills (e.g., foreign languages, computer software/hardware, etc.) Job-related certificates and licenses (current only) Job-related honors, awards, and special accomplishments (e.g., memberships in professional or honor societies, leadership activities, public speaking, and performance awards, publications) (give dates)</p>
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